

EV LAB Releasing Pick List / Evidence Released for Lab Examination

A. SCOPE

- A.1 Evidence items needed for examination are requested by Division staff members from the Evidence section through a Pick List. The Pick list items are then released to Division staff members by an Evidence Clerk.

B. PROCEDURES

- B.1 The Division staff member will provide you with their pick list. Select *Release Pick List* from the *Evidence Main Menu*.

- B.2 From the drop down screen select the *Pick List ID* number that matches the number on the pick list provided by the Division staff member.
- B.3 Select the *RUN* icon.
- B.4 Enter your four digit pin number in the *Released By* field.
- B.5 Select the *Close* icon.
- B.6 Use the pick list to pull the evidence, under each item listed you will find the evidence shelf location.
- B.7 Give the pick list with the evidence items to the Division staff member.

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